



**HIDALGO COUNTY, TEXAS
APPLICATION FOR OFFICIAL TRAVEL**

DATE OF REQUEST: 08/09/11
TOTAL NUMBER OF EMPLOYEES TRAVELING: 1

DEPARTMENT NAME: Fire Marshal
NAME & TITLE OF EMPLOYEE(S) TRAVELING: Juan Martinez, Fire Marshal

EVENT INFORMATION

TITLE OF EVENT: 13th Annual Texas Fire Marshals' Conference
EVENT DATE(S) FROM: 10/17/11 TO: 10/21/11
DEPARTURE DATE: 10/16/11 RETURN DATE: 19/21/11
LOCATION OF EVENT: CITY: Austin STATE: Texas

PURPOSE OF TRAVEL

Place an "X" by the applicable purpose of the trip.

- To obtain statutorily required continuing professional education.
- To obtain continuing education related to an employee's work or maintenance of a license or certification.
- To testify before legislative bodies, regulatory agencies and commissions, and other forums that may make decisions affecting the County and its affiliated organizations and operations.
- To participate in professional organizations related to the employee or official's job assignment.
- To conduct essential research & information-gathering for improvement of County operations or compliance with law.
- To monitor the development of state or federal legislation or implementation of legislation that might affect the County
- To participate in forums, coalitions, & discussions relating to the policy, legislative & regulatory interests of the County
- To pursue the County's interests in litigation or criminal justice.
- To promote the economic development interests of the County.
- To carry out other purposes determined by Commissioners' Court to be in the interest of the County (Commissioners' Court approval is attached).

JUSTIFICATION FOR THE NEED TO TRAVEL OUT-OF-STATE

Explain the benefits that this trip it will bring to Hidalgo County. Attach an itinerary, agenda, or schedule for the conference and/ or event. If applicable, justify the need for multiple persons traveling to the same event.

SUMMARY OF ESTIMATED TRAVEL EXPENSES	ESTIMATED EXPENSES	(DBM USE ONLY) FUNDS AVAILABLE BALANCE	MODE OF TRAVEL (Place an "X" by applicable mode of travel)
1. REGISTRATION FEE(S)	\$ 165.00		AIRFARE* _____
Subtotal for Object Code 584	\$ 165.00	\$	BUS** _____
2. AIRFARE - ROUNDTRIP COACH FARE ONLY	\$ -		Rental Car** _____
3. TAXI FARE	\$ -		County Vehicle** <input checked="" type="checkbox"/>
4. BUS FARE	\$ -		Private Vehicle** _____
5. RENTAL CAR	\$ -		OTHER** (Specify) _____
6. GASOLINE/DIESEL/FUEL	\$ -		* If traveling by airplane, the traveler should consider purchasing a refundable fare if possibility of a cancellation exists.
7. MILEAGE REIMBURSEMENT	\$ -		
8. TELEPHONE CALLS	\$ -		** If mode of travel includes bus, rental car, county vehicle, private vehicle, or other form of transportation, a comparison of the savings that will be achieved by not choosing to travel by airplane must be provided with supporting documentation.
9. PARKING	\$ -		
10. LODGING	\$ 488.75		
11. MEALS	\$ 234.00		
12. OTHER EXPENSES	\$ -		
Subtotal for Object Code 583	\$ 722.75		
13. TOTAL ESTIMATED TRAVEL EXPENSES	\$ 887.75	\$	

14. IF HIDALGO COUNTY IS NOT FUNDING ANY OR PART OF THIS TRIP, INDICATE BELOW THE EXPENSE TYPE & SOURCE OF PAYMENT:

NOTE: If trip duration is extended to take advantage of lower airfare, a comparison of the savings to the additional estimated cost must be provided with supporting airfare rate documentation.

ELECTED OFFICIAL/DEPARTMENT HEAD CERTIFICATION (Place an "X" by each of the certifications)

I certify that:

- Trip expenses are necessary and will be incurred for official county business.
- Reasonable efforts to minimize the use of county funds have been explored.
- Sufficient funds are available within in my department's budget to pay for the related travel expenses without the need of a budget amendment.
- If this trip is for out-of-state training, the training is not available in some other form that does not require out-of-state travel.

APPROVED BY ELECTED OFFICIAL/DEPARTMENT HEAD: [Signature] DATE: 8/9/2011 DEPARTMENT CONTACT PERSON: Yolanda Orozco PHONE NO.: 318-2656

FOR DEPARTMENT OF BUDGET & MANAGEMENT (DBM) USE ONLY:

TRAVEL IS **APPROVED** for the individuals listed below:

TRAVEL IS **NOT APPROVED** for the individuals listed below:

REVIEWED BY (PRINT NAME):	DATE:	REVIEWER'S SIGNATURE:	PHONE NO.:
DBM'S DEPARTMENT HEAD APPROVAL (PRINT NAME):	DATE:	SIGNATURE OF DBM DEPARTMENT HEAD:	



**HIDALGO COUNTY, TEXAS
SEMINAR, HOTEL, CAR RENTAL, AND AIRFARE
CHECK REQUEST FORM
PAGE 1 OF 2**

DEPARTMENT: Fire Marshal If, applicable, was travel approved by Co. Exec. Officer?

DEPARTURE DATE: 10/16/2011 RETURN DATE: 10/21/2011

TO CITY: Austin STATE: Texas

NAME OF EMPLOYEES ATTENDING SEMINAR: Juan Martinez

TOTAL# OF EMPLOYEES ATTENDING SEMINAR: 1

PURPOSE/BENEFIT TO HIDALGO COUNTY:
Trainings of this nature will keep me abreast of new and changing policies and procedures, thus enabling me to better perform my duties as Fire Marshal for Hidalgo County.

A. WORKSHOP/SEMINAR REGISTRATION(S)

TITLE OF WORKSHOP/SEMINAR: 13th Annual Texas Fire Marshals' Conference

SPONSORED BY: Texas Fire Marshals' Association

REGISTRATION CHECK PAYABLE TO: Texas Fire Marshals' Association

REGISTRATION ADDRESS: P. O. Box 450123 SEMINAR START DATE: 10/17/2011
Garland, TX 75045-0123 SEMINAR END DATE: 19/21/11
 PURCHASE ORDER NO. _____

1. REGISTRATION COST PER EMPLOYEE: \$ 165.00 NO. OF EMPLOYEES ATTENDING AT THIS RATE: 1

2. REGISTRATION COST PER EMPLOYEE: _____ NO. OF EMPLOYEES ATTENDING AT THIS RATE: _____

3. "FREE REGISTRATION COST": "FREE" NO. OF EMPLOYEES ATTENDING FOR "FREE": _____

GL ACCT NO.: _____ TOTAL NO. OF EMPLOYEES ATTENDING: 1

TOTAL COST OF SEMINAR (Registration Cost per Employee x Number of Employees Attending at a rate) A.	\$	165.00
(SEE PAGE 2 FOR SECTIONS B, C, & D)	TOTAL THIS PAGE (A):	\$ 165.00
	TOTAL 2ND PAGE (B + C + D):	\$ -
	GRAND TOTAL (A + B + C + D)	\$ 165.00

E. CERTIFICATIONS AND EMPLOYEE AUTHORIZATIONS FOR PAYROLL DEDUCTIONS

DEPARTMENT'S PUBLIC OFFICIAL CERTIFICATION: I hereby certify that trip expenditures are necessary and will be incurred for official county business. Reasonable efforts to minimize the use of county funds have been explored. The information and estimates provided on this form are true and as accurate as possible. If it becomes necessary to cancel a trip, all necessary cancellations and notices will be made to the applicable vendors and departments in accordance with the Travel Policy, Guidelines, and Procedures. Travelers have read the Travel Policy, Guidelines, and Procedures and understand that failure to cancel reservations for any reasons other than those allowed by the Travel Policy will be at their expense.

DEPARTMENT'S PUBLIC OFFICIAL (Signature)	DEPARTMENT'S CONTACT PERSON	PHONE #

TRAVELER'S AUTHORIZATION: I certify that if it becomes necessary to cancel a trip, all necessary cancellations and notices will be made to the applicable vendors and departments in accordance with the Travel Policy, Guidelines, and Procedures. If I fail to cancel reservations for reasons other than those allowed by Section 17 of the Travel Policy, Guidelines, and Procedures, I authorize the deduction of any travel expenses incurred by the county on my behalf from my payroll check.

<u>Juan Martinez</u>		<u>138126</u>
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.



HIDALGO COUNTY, TEXAS
SEMINAR, HOTEL, CAR RENTAL, AND AIRFARE
CHECK REQUEST FORM
PAGE 2 OF 2

DEPARTMENT: Fire Marshal
DEPARTURE DATE: 10/16/2011 RETURN DATE: 10/21/2011
TO CITY: Austin STATE: Texas
NAME OF EMPLOYEES ATTENDING SEMINAR: Juan Martinez
TOTAL# OF EMPLOYEES ATTENDING SEMINAR: 1

B. HOTEL RESERVATION(S)

Note: Use of a travel agency is discouraged. Unless a benefit is achieved by other means, you must use the State of Texas travel management services contract by visiting: www.window.state.tx.us/procurement/prog/stmp/

NAME OF HOTEL: Crowne Plaza Hotel Austin HOTEL PHONE NO: 512-323-5466
ADDRESS OF HOTEL: 6121 North IH 35 CONFIRMATION NO.(s): 63469763
Austin, TX 78752
ROOM RATE: \$ 85.00 PURCHASE ORDER NO. 661451
NUMBER OF NIGHTS: 5 GENERAL LEDGER ACCT NO: 1-1100-422-10-300-001-0-583
ROOM RATE: _____ TOTAL NO. OF ROOMS: 1
NUMBER OF NIGHTS: _____
ROOM RATE: _____ HOTEL TAX RATE: 15.00%
NUMBER OF NIGHTS: _____
TOTAL CHECK AMOUNT FOR HOTEL(Daily Room Rate x No. of Rooms x No. of Days x Tax Rate). B. \$ 488.75

C. CAR RENTAL(S)

Note: Reservations for car rentals made under the name of Hidalgo County are required to be made through the State of Texas travel management services contract by visiting: www.window.state.tx.us/procurement/prog/stmp/

IS A COUNTY VEHICLE ASSIGNED TO YOUR DEPARTMENT? YES / NO _____ IF YES, EXPLAIN REASON FOR NOT UTILIZING IT? Attach memo if more space needed. _____

NAME OF CAR RENTAL COMPANY: _____
ADDRESS OF CAR RENTAL COMPANY: _____
Note: Coordination of travel is required for every group of 4 or less
PHONE NUMBER OF CAR RENTAL COMPANY: _____
VEHICLE NO. 1 TYPE: _____ VEHICLE NO. 2 TYPE: _____
DAILY CAR RATE: _____ DAILY CAR RATE: _____
NUMBER OF DAYS: _____ NUMBER OF DAYS: _____
CONFIRMATION NO.: _____ CONFIRMATION NO. _____
VEHICLE NO. 1 - NAMES OF EMPLOYEES TRAVELING: _____ VEHICLE NO. 2 - NAMES OF EMPLOYEES TRAVELING: _____
PURCHASE ORDER NO. _____ GL ACCT NO: _____
TOTAL CHECK AMOUNT FOR CAR RENTAL (Daily Car Rate x No. of Days) C. \$ -

D. AIRFARE(S)

Note: Use of a travel agency is discouraged. Refundable fares should be considered if possibility of a trip cancellation exists.

NAME OF AIRLINE COMPANY: _____
ADDRESS OF AIRLINE COMPANY: _____
PHONE NO. OF AIRLINE COMPANY: _____ CONFIRMATION NO.: _____
ROUND TRIP AIRFARE PER PERSON: _____
NUMBER OF TRAVELERS: _____
GENERAL LEDGER ACCOUNT NUMBER _____ P.O. NO. _____
TOTAL CHECK AMOUNT FOR AIRLINE COMPANY D. \$ -
SUBTOTAL (B+C+D) \$ 488.75

Yolanda Orozco

From: Ovidio Gonzalez [ovidio.gonzalez@co.hidalgo.tx.us]
Sent: Wednesday, July 20, 2011 10:13 AM
To: yolanda.orozco@co.hidalgo.tx.us
Subject: FW: Your Reservation Confirmation at Crowne Plaza - Confirmation # 63469763

From: Crowne Plaza [mailto:CrownePlaza@reservations.ihg.com]
Sent: Wednesday, July 20, 2011 10:10 AM
To: ovidio.gonzalez@co.hidalgo.tx.us
Subject: Your Reservation Confirmation at Crowne Plaza - Confirmation # 63469763

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Your Reservation with Crowne Plaza.

Your Confirmation Number is 63469763.

Thank you for choosing Crowne Plaza. We're looking forward to helping you relax and enjoy your travels. If there's anything we can do for you, please let us know.



Get Rewarded

With Priority Club Rewards:

- Earn points at over 4,400 hotels
- Points never expire
- No black out dates

Reservation and Hotel Details

Guest Name: JUAN MARTINEZ
Number of Rooms: 1
Room Type: 1 KING BED STANDARD NONSMOKING
Rate Type: TX STATE FIRE MARSHA
Number of Guests: 1 adult(s)
Check-In: Sun 16 Oct 2011 03:00 PM
Check-Out: Fri 21 Oct 2011 12:00 PM
Rate Description: TX STATE FIRE MARSHA
Smoking Preference: Nonsmoking

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MODIFY RESERVATION

CANCEL RESERVATION



13th Annual Texas Fire Marshals' Conference

October 17-21, 2011 • Crowne Plaza Hotel • Austin, Texas



REGISTRATION FORM/INVOICE

Name: Juan Martinez Title: Fire Marshal

Organization: Hidalgo County Fire Marshal's Office

Address: 1615 S. Closner Ste. H

City: Edinburg State: Texas Zip: 78539

County: Hidalgo Phone Number: 956-318-2656

Email Address: Juan.Martinez@co.hidalgo.tx.us

I do **NOT** want my email address included on the class roster.

Total Conference Cost: **\$165** (please check one below)

I will pay the Conference Registration Fee upon arrival at the Fire Marshals' Conference (please submit form even if you are paying upon arrival).

I have enclosed a check*. I am paying via credit card**.

*Make checks payable to the Texas Fire Marshals' Association.

**Pay by credit card, visit: <http://www.txfma.org/pages/upevs.htm>

Join us for Casino Night! We ask that you bring a "Door Prize" (something unique from your area of Texas). The prizes will be auctioned off at the end of the night. (Door prizes are strictly voluntary.) All proceeds from Casino Night will be donated to the National Fallen Firefighter's Foundation.

I'm interested in participating in Casino Night on Thursday, October 20.

QUESTIONS?

Call Rachel Neutzler-Moreno:
(512) 305-7503 or
Rachel.Moreno@tdi.state.tx.us

**For Hotel
Reservations:**
Crowne Plaza (\$85)
(512) 323-5466

**Must mention you are with
the Texas Fire Marshals'
Conference**

**Must make reservations by
October 7, 2011**

Please enclose your registration fee* and return completed form by
October 7, 2011 to:

Texas Fire Marshals' Association
P. O. Box 450123
Garland, Texas 75045-0123

*Registration fee may be paid upon arrival at the Fire Marshals' Conference.

**Thirteenth Annual Texas Fire Marshals' Conference Schedule
October 17-21, 2011
Crowne Plaza • Austin, Texas**

Monday, October 17, 2011

General Session

7:00 a.m. – 8:30 a.m.

Registration

8:30 a.m. – 9:20 a.m.

**Opening Ceremonies, Invocation, Presentation of
Colors and Welcome**

Paul Maldonado and Jody Henry

9:20 a.m. – 9:50 a.m.

Welcome/Opening Remarks

Chief Gaines – United States Fire Administration

9:50 a.m. – 10:15 a.m.

BREAK

10:15 a.m. – 11:50 a.m.

Keynote

Dan Caro

12:00 p.m. – 1:00 p.m.

Lunch on your own

1:00 p.m. – 2:50 p.m.

**TCLEOSE Simplified – Compliance and Audit Tools
and FAQ**

Richard Gutierrez – TCLEOSE

2:50 p.m. – 3:15 p.m.

BREAK

3:15 p.m. – 5:00 p.m.

**Session A – TCFP Simplified – Compliance and Audit
Tools and FAQ**

Edward Russell – TCFP

Session B – ICC Updates

Mark Roberts – ICC

5:30 p.m. – 7:00 p.m.

Happy Hour
Pool Area

Tuesday, October 18, 2011

Breakout Sessions

8:00 a.m. – 8:50 a.m.

Session A – NFPA 72
Richard Roux

Session B – Ready Set Go
Mary Hicks, Texas Forest Service

9:00 a.m. – 11:50 a.m.

Session A – NFPA 72
Richard Roux

Session B – Public Ed
Stacie Durham, McKinney Fire Department

12:00 p.m. – 1:00 p.m.

Lunch

1:00 p.m. – 2:50 p.m.

Session A – NFPA 72
Richard Roux

Session B – Public Ed
Cindy Giedritis – College Station Fire Department

2:50 p.m. – 3:15 p.m.

Afternoon Break

3:15 p.m. – 5:00 p.m.

Session A – NFPA 72
Richard Roux

Session B – What's in Your Tool Box?
Wendi Kimpton

5:30 p.m. – 7:00 p.m.

Happy Hour – **Pool Area**

Wednesday, October 19, 2011

Forums

8:00 a.m. – 11:30 a.m.

University Forum – Lone Star Room
Kurt Harris and Walter James

8:00 a.m. – 11:30 a.m.

County Forum – Salons F – H
Jody Gonzalez, Ron Pray, and Randy Renois

